

APPENDIX E-405 P

PRE-INVENTORY ITEM LIST

1. PURPOSE

This procedure is applicable to chapter 7. The Preinventory Item List (appendix F-211A), is prepared automatically to provide processing personnel with items recorded in the DSC computer that are scheduled for inventory approximately 7 to 10 days prior to the inventory cutoff date.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-26, Physical Inventory Request Transaction.
- b. Appendix B-29, Inventory Notification Transaction (Sample Inventory Only).
- c. Appendix B-114, Definitive Unit of Issue Conversion Table Inquiry.
- d. Appendix F-211A, Pre-Inventory Item List.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Accounting Branch, Directorate of Supply Operations is responsible for processing these actions.

4. PROCEDURES/INSTRUCTIONS

a. This listing is generated approximately seven days prior to the inventory cutoff date for ZJAs mechanically generated by computer and 10 days prior to inventory cutoff date for all other inventories. It serves as a notice to processing personnel of items scheduled in DSC computer for inventory.

b. Processing personnel will utilize this listing to monitor and control inventories:

(1) Screen all Special, Spot and Selected Item inventory requirements against listing to prevent preparation of duplicate input requests. (This prevents subsequent violation and unnecessary research.)

(2) Utilize listing when required to determine pre or post inventory code to enter in manual/telephoned Materiel Release Orders.

(3) Utilize as a tool to expedite processing of transaction/rejects prior to inventory cutoff date, thus reducing infloat documentation.

(4) Utilize in conjunction with any internally required inventory reports and/or workload forecasts.

(5) Utilize listing as a suspense to determine whether inventories are timely completed and output products (e.g., F-16) are timely received.

(6) Listing will be destroyed after inventory is completed/canceled.

5. FLOWCHART

Flowchart not required.